

DELAWARE PROFESSIONAL STANDARDS BOARD

The Townsend Building
401 Federal Street, Suite 2
Dover, Delaware 19901

Meeting Minutes

Department of Education
Cabinet Room
Dover, DE 19904
December 3, 2015
2:00 P.M.

Members Present: Diane Albanese, Amber Augustus, Linda Brown, Jennifer Burton, Stephanie DeWitt, Nelia Dolan, Laura Glass, Cristy Greaves, Darren Guido, David Kohan, Rosaria Macera, Byron Murphy, Darlene O'Neill, Mary Pinkston and Stephanie Smith

Members Absent: Mary Pinkston and Sue Smith

Others Present: Chris Kenton; PSB Executive Director, Erin Pieshala; Department of Education, Deborah Stevens; DSEA, Katie Geiszler; DOJ Attorney, Rick Lane; PSB Administrative Assistant

I. Opening

Call to Order: Mr. Murphy, Professional Standards Board Chair, called the meeting to Order at 2:02 p.m.

Approval of Agenda

A Motion was made by Ms. Albanese and Seconded by Dr. Greaves to approve the December 3, 2015 amended agenda. ***The motion carried*** (13 Yes to 0 No's – Albanese, Augustus, Brown, Burton, DeWitt, Dolan, Glass, Greaves, Guido, Macera, Murphy, O'Neill and Smith), motion was amended to move Discussion Items A & B to Action Items D & E and to change the meeting speaker.

Approval of Minutes for November 5, 2015

A Motion was made by Ms. O'Neil and Seconded by Ms. Brown to approve the November 5, 2015 Minutes. ***The motion carried*** (13 Yes to 0 No's – Albanese, Augustus, Brown, Burton, DeWitt, Dolan, Glass, Greaves, Guido, Macera, Murphy, O'Neill, and Smith). The minutes were amended to add Katie Geiszler to 'Others Present'.

II. Public Comment

None

III. Executive Director's Report

- Rick Lane is our new Administrative Assistant with the PSB

- Chris made it to California for the Center for Civics Education, Delaware will see about \$87,000 from the \$17,000,000 grant. As part of the program, he will be taking five teachers up to Rutgers University for a professional development day.
- Chris is going to James Madison this weekend to present to a group of middle school social studies teachers from Virginia
- LCCC met with Gregory Fulkerson and discussed having a committee meet in January to discuss the ESOL and Bilingual regulations and come up with proposals for 1561 and 1562
- Stephanie Smith presented at the State Board of Education last month while Chris was out of town, presented 1522 and 1545 for Publication, 1502 and 1506 for Discussion, 1559, 1583 and 1595 for Final Order, Erin Pieshala assisted with the presentation
- Received National Public Administrator Standards from Jackie Wilson from the University of Delaware, Kevin Carson from the Delaware Association of State Administrators and Donna Johnson from the State Board and we will be discussing those tonight with regards to regulation 1590
- Joint Finance committee met yesterday to discuss DOE budget. Hopefully no changes will be made to the PSB budget, but we will let you know more when we have the details
- Set up a meeting with Lisa Hedrick of ETS and the State Board to discuss elementary reading assessments. The State Board is not happy with the current reading assessments regarding literacy in the elementary school levels
- Katie wanted the board to be advised that the PSB has received a petition for another hearing. We currently have two hearings scheduled for February. This hearing will also be in February, giving us three for the month
- Katie also advised the board that there have been other petitions filed and settlements were reached in several cases before reaching the board
- When Chris took over, the PSB had nearly 15 regulations that were out of the five year cycle. For the past year and half the board has been playing catch up and is nearly current. Calendar year 2016 looks to be a little lighter, we will have 1511 Continuing License, 1580 School Library Media Specialist (which is currently on hold pending results of a Library Study requested by the Governor), 1590 Administrator Standards (which we will be discussing tonight), 1556 School to Work Transition Teacher (JDG), World Language, School Nurse, Social Worker, Bilingual and ESOL (which we are already working on a committee to discuss). Katie and Chris discussed that Charlie Michaels last year with the PSB was 2013 and nearly half of the regulations were passed that year. If we don't address some of these early in the five year cycle, 2018 will be a difficult year. As a result we will try to move regulations forward in the cycle as necessary.

IV. **Presentation**

Erin Pieshala gave a brief discussion on regulation 1502 Professional Grade Salary Increments and wanted to bring forward examples of things that the department struggles with regarding transcripts and coursework. Some Universities based particularly out of California (see sample transcripts) have questionable submissions. This has been particularly problematic with the increase in online learning. The courses must be graduate level credits from accredited programs.

On the first example from UC-San Diego, the transcript looks good, the units are able to convert to credits, the titles look good, but the course numbers, if you look at the back of transcript, are not equivalent to graduate level coursework, but MAY BE considered for

professional development credit. It suggests checking with other institutions and agencies to see if they would accept the credits. These are not acceptable coursework for salary increment, but are acceptable for professional development.

A second example from the University of San Diego shows 500 level graduate courses from graduate programs which meets the requirements for salary increments. The course titles are questionable, but since they are for credit, graduate level courses from an accredited program they meet the requirements.

A final example from The University of Laverne has non degree professional development classes. The classes are 700 level graduate, non-degree professional development, but since they are listed as graduate level, they are acceptable.

These are some of the issues the Department has faced regarding questionable courses and transcripts submitted for salary growth increments.

As far as acceptable degree areas, acceptable professional degrees (masters and doctorate) must be in a field that is applicable to the individual's appropriate field. In some cases, teachers have come from another career and are trying to get graduate work to apply for salary increments. One example submitted was a Masters' degree in Forensic Psychology with a Specialization in Mental Health was denied for salary increments and was also previously denied for tuition reimbursement since it was not applicable to the individual's job function.

Erin also pointed out that salary increments begin with the individual completing coursework toward an appropriate Masters' degree program. After completion of the Master's degree, there is more flexibility for course submissions.

Licensure and Certification would like to work with Chris and Katie and the PSB to try and close loopholes to help tighten up these regulations.

V. Discussion Items

None

VI. Action Items

A. 1590 - Delaware Administrator Standards

On your eBoard site, Rick added a 33 page document called the Professional Standards for Educational Leaders. The new Professional Standards for Educational Leaders replaces the old ISLLC Standards.

As you can see, there is an introduction at the beginning of the document that explains why the Standards were updated, how they were developed, what makes them professional standards, to whom they apply, what's new about the standards, what the link is between educational leadership and student learning, and finally how the standards can be used.

The first set of standards was introduced in 1996, and then updated in 2008. Delaware took those 2008 standards and adopted them as their standards in 2009. Since that time, the way in which schools operate has changed. All of these changes are creating new challenges for educational leaders. Jackie Wilson from the University of Delaware was part of a national group that determined that new standards were needed to guide educational leaders in a way that would be most productive and beneficial to students.

So, who had a part in writing them?

- The National Association of Elementary School Principals
- The National Association of Secondary School Principals
- American Association of School Administrators
- Public Comment
- The National Policy Board for Education Administration

These Standards are geared towards Principals and Assistant Principals. The new standards have a stronger, clearer emphasis on students and student learning. Looking at the changes, you'll see that we replaced Standards 1 through 6. Standards 7 through 10 were then added in.

Delaware has previously adopted the National Standards as our regulation. Mr. Chairman, we would need to make a motion to move the amended Regulation 1590 Delaware Administrator Standards to publication. If moved to publication this evening, Mr. Kenton will present them before the State Board on Dec. 17th, and they will go in the Register of Regulations seeking public comment the entire month of January. We would be able to bring them back here for Final Action in February if all goes well.

Ms. Albanese asked if other states adopted the National Standards and wanted to know whether Delaware should do anything differently. Mr. Kenton said that most states adopt the National Standards without changes.

Regarding 1590, Motion for approval was made by Dr. Greaves and Seconded by Dr. Guido, ***The motion carried*** (14 Yes to 0 No's – Albanese, Augustus, Brown, Burton, DeWitt, Dolan, Glass, Greaves, Guido, Kohan, Macera, Murphy, O'Neill and Smith), moving 1590 to publication. Ms. Dolan noted one typo, and the correction was adjusted.

B. 1502 – Professional Growth Salary Increments

Professional Growth Salary Increments is going before us tonight for Final Order. As you all can recall, Erin and Maria from the Licensure and Certification Office shared with our office the need to update 1502. The first thing you'll notice is that they have recommended a name change to Graduate Level Salary Increments. Some of the other changes were made to simply clarify the language. Sections 5.1.2 and 5.1.3 for example mentioned the year 2004. The Licensure and Certification Office asked if we really needed that language almost 11 years later.

The Regulation went to the Register of Regulations, and no public comment was received. There is one change to this regulation however that Erin and I discussed the other day that was not made on this version of the Regulation that I want to bring up with you all today. Under section 7.0 Acceptable Grades, the Licensure and Certification Office had suggested we strike the words, "or satisfy the granting institution's standard for graduate level work." Erin can speak to this as well, but basically their office will accept grades of a C for your initial license, if the candidate's college accepted that grade for their degree. However, the Licensure and Certification Office said it was never the intent to accept a grade of a C for salary increments. If you were going for a +15 or a +30, you needed to have a B or higher.

Ms. Pieshala stated that the change would benefit the L&C Office because there have been instances where letters have been submitted supporting coursework with C grades as acceptable.

I know the LCCC discussed this, because I have a 2 column chart here from that meeting outlining all the suggested changes. I want to make sure that it was discussed here at the PSB as well though before moving it forward to the State Board for Final Order. Does anyone recall that conversation? Dr. Greaves recalled the discussion and thought that the phrasing was odd. She also stated that it must have been in the PSB meeting since she is not on the LCCC.

Ms. Pieshala also discussed the differences between STS teachers and their positions on the salary increments due to the difference in their pathway to teaching. A Bachelors' degree plus their professional specialty would start them out at a graduate level of the salary scale, so they would advance 15 credits higher than normal.

Ms. O'Neil commented that change from Doctorate to Doctoral in 4.1.3 needs to be changed in additional locations in the regulation, 8.5.7, 9.0 and 11.1 and also 2.2 definitions. Dr. Glass asked how significant a problem it was for the Department with non-degree graduate coursework submitted. Ms. Pieshala confirmed that is becoming a problem. Dr. Glass suggested that we add 'and must be able to be used for degree credit' in 2.2, definitions.

Since the changes will be substantive, a motion would be to republish instead of sending the regulation to final order. We will change all 'doctorates' to 'doctoral' in 4.1.3, 8.5.7, 9.0, 11.1 and 2.2 definitions and we would add 'and must be able to be used for degree credit' in 2.2. Dr. Greaves also noted the need for a '/' between Pass and Fail in 7.0. The new 7.0 will read 'All grades for graduate level credit submitted for a graduate level salary increment must be a grade of B or higher. In the case of credits earned on a Pass/Fail, a grade of pass is acceptable.'

Regarding 1502, Motion to Publish was made by Dr. Greaves and Seconded by Ms. Burton, ***The motion carried*** (14 Yes to 0 No's – Albanese, Augustus, Brown, Burton, DeWitt, Dolan, Glass, Greaves, Guido, Kohan, Macera, Murphy, O'Neill, and Smith), moving 1502 to publication.

C. 1506 – Emergency Certificate

Emergency Certificate is before us tonight for Final Order. At one of our recent PSB/DOE meetings, Ms. Pieshala and Ms. Degnats shared with Ms. Geiszler and I the need to update 1506.

You'll notice the major change is that we have moved the date to November 1st for a school district to ask for an Emergency Certificate. This feedback had come from the H.R. Directors throughout the State.

In addition, we cleared up some language that would allow the Licensure and Certification Office to process some Emergency Certificates automatically for those enrolled in an approved Alternate Routes program such as UD's ARTC program. This regulation was passed unanimously by the LCCC, the PSB, and the SBE.

It went out for public comment. We did receive 2 letters of public comment regarding this proposed regulation, and those letters are on your eBoard site and in your folders this afternoon.

The Governor's Advisory Council for Exceptional Citizens and the State Council for Persons with Disabilities both shared the same 3 comments:

1. They recognized that we had stricken the "written plan" under Section 4.1.4. However, in 3.7.1.3, the written plan is referenced. In speaking to Ms. Pieshala and Ms. Degnats, and then conferring with Ms. Geiszler, we all agree that we should also strike 3.7.1.3. It makes no sense to reference something that we deleted in another area of the Regulation. So my recommendation to the Board today would be to strike section 3.7.1.3.
2. Both groups suggested that we use the word "renewal" instead of "extension." Ms. Pieshala and Ms. Degnats have advised us that this would not be a good idea. Both of them pointed out that Licenses get renewed. For example Regulation 1511 is called Issuance and Renewal of a Continuing License. Regulation 1512 is called Issuance and Renewal of an Advanced License. Emergency Certificates however are good for one year, and if that person has not met all of the requirements, then the local LEA can ask for an Extension. It would be my recommendation to the Board tonight to not use suggestion #2 from both groups.
3. Finally, their 3rd suggestion said we should add "II" after DPAS in sections 3.8.4.2 and 5.1.1. DPAS is now referred to as DPAS II.

In talking to Mr. Murphy yesterday, he brought up the idea of possibly adding language that would cover us if the name was to change again. It would be my recommendation that we take their suggestion on the amended regulation.

Mr. Chairperson, we would need a motion to move 1506 Emergency Certificates to Final Order, with the following changes:

1. Strike section 3.7.1.3
2. Adding "II" after DPAS in sections 3.8.4.2 and 5.1.1

Ms. Pieshala suggested changing DPAS to 'any DOE approved performance appraisal system, including, but not limited to DPAS II'; the change will have to be made in more than one location. Dr. Guido pointed out that 5.1.2 refers to the 'written plan', so we would need to strike language referring to plan.

Ms. Pieshala explained that submitted 'written plans' by most LEAs do not meet requirements for obtaining a standard certificate. This results in the Licensure and Certification Office replying with regulatory requirements that the LEA and the applicant must meet.

Mr. Murphy suggested this change to 5.1.2 'Document the progress made by the recipient of the emergency certificate toward fulfilling the applicable certification requirements.' We will have three changes in 2.2, 3.8.4.2, 5.1.1 of DPAS to 'any DOE approved performance appraisal system, including, but not limited to DPAS II'. We have the strike in 3.7.1.3.

Extensive discussion ensued regarding conflicting deadline dates in the regulation. An emergency certificate is valid for one year, expiring on June 30th, and a one year extension is available upon request. In many cases, however, the LEA is not always able to submit the extension application by the June 30th expiration. As a result, the deadline of November 1st was added to give the LEA an opportunity to submit their request after the initial ‘deadline’. There are also differing references as to the length of the certificate, one year versus two years. The primary issues with these conflicting deadlines is the issue of having non certified individuals teaching. Suggestions were made to remove all reference to extension &/or renewal and to clarify that an emergency certificate is for one year and may be requested for a second consecutive year.

Ms. Pieshala stressed that the biggest concern her department has is to ensure that emergency certificates are available to districts and applicants that need them, but to encourage all parties to have applications submitted as soon as possible. Through group discussion, an endless variety of extenuating circumstances were presented. Additionally, there were questions as to whether the certificate is able to be extended or if applicants should simply have the option of obtaining a second emergency certificate.

At this point in the discussion, since it is obvious that the regulation needs serious changed, if not a total rewrite, Ms. Geiszler asked the board what specific requirements do they have for a revised version of 1506. It was suggested to remove all language from the regulation regarding renewing or extending the emergency certificate. Instead, a second consecutive certificate may be requested, or third if there are extenuating circumstances approved by the Department.

Regarding 1506, Motion to table was made by Ms. Smith and Seconded by Dr. Greaves, ***The motion carried*** (14 Yes to 0 No’s – Albanese, Augustus, Brown, Burton, DeWitt, Dolan, Glass, Greaves, Guido, Kohan, Macera, Murphy, O’Neill, and Smith), tabling 1506.

D. 1522 – Elementary School Counselor

E. 1545 – Secondary School Counselor

Regulation 1522 will need to back to Publication one more month after some suggested changes came up from the Department this month.

Just to refresh the Board, we had chosen to update 1522 earlier than the 5 year cycle, based off the recommendations of the Department and Wilmington University. This regulation had basically been the same for almost 40 years. Wilmington University came to us and told us that they were planning on increasing their program from 30 to 39 credits. When we looked around at what surrounding states were doing, we realized that was still lower than our neighbors. The LCCC, PSB, and SBE all agreed that 39 was a good start, but wanted to make sure that we continued to increase the rigor of this regulation moving forward.

The SBE was okay with the changes that we had made last month. If you can recall, Angeline Rivello and Dr. Glass worked very hard on an option 4 that we eventually all agreed upon.

However, after the meeting ended, Jen Davis from the Department approached me with one concern. There are some folks in Delaware that hold a K-12 certification. The way that our new 1522 and 1545 are written, a candidate will need 600 hours on clinical experience in that area to be awarded that certificate. For someone to get certified K-12 now, as we've written 1522 and 1545, that candidate would need to go for 1200 hours. To me, that sounds like too much.

Ms. Pieshala and Ms. Degnats shared with me a document that had been used many, many years ago that allowed someone holding one to complete 100 hours of additional clinical experience to obtain the other. I ran that idea by Ms. Davis and she doesn't think it's enough. She suggested that we make it 300 additional clinical hours. Because of this suggestion, we've proposed a new 4.3. "Educators holding Standard Certificate Secondary School Counselor, who are seeking Elementary School Counselor certification, or educators obtaining Elementary School Counselor and Secondary School Counselor, must simultaneously/contemporaneously complete 300 hours of clinical experience in an elementary school setting, under the direct supervision of a Delaware State certified Elementary School Counselor, or arranged by the Department of Education."

Regulation 1545 will also have to go back to publication this month for the same exact reason as 1522. We are proposing a new 4.3 to be added that would read: "Educators holding Standard Certificate Elementary School Counselor, who are seeking Secondary School Counselor certification, or educators obtaining Secondary School Counselor and Elementary School Counselor, must simultaneously/contemporaneously complete 300 hours of clinical experience in a secondary school setting, under the direct supervision of a Delaware state certified Secondary School Counselor, or arranged by the Department of Education."

Ms. Pieshala commented that the State Board wanted to see increase from 30 to 39 credits along with an expectation of what the standard will be in the future. Mr. Kenton commented that it is difficult to enact future standards due to not knowing what other state regulations will require going forward, our best plan is probably to know that we will review this regulation sooner than the five year rotation.

Ms. Geiszler stated that she would strongly recommend against putting specific language into the regulation with future guidelines. We can easily revisit the regulations as Wilmington University upgrades their program and as we evaluate the changing requirements of other states.

Discussion ensued regarding the differences in Elementary and Secondary counseling, along with the fact that secondary counseling includes scheduling responsibilities as well as career and college advisement. Additionally, Ms. Pieshala talked about the current guidelines for a certified counselor moving between elementary and secondary on an emergency certificate and the requirement of 100 hours of supervised training in the new position. It was suggested that perhaps a compromise between the 100 hours for the current emergency certificate and the 300 proposed hours.

Ms. Geiszler asked that if the board chose to table the regulations, what specific items would they like to see addressed in a revised version and what questions would they need answered. Members stressed that the new guideline should be rigorous without being so difficult that people avoid the field due to the stringent standards. A request was made if we can survey

current counselors to see how many hold both certifications and also gain some opinions and insight into the possible changes to the regulations. A request was also made to see how many applicants there are currently for counselor postings.

Regarding 1522, Motion to table was made by Ms. Smith and Seconded by Ms. Albanese, ***The motion carried*** (14 Yes to 0 No's – Albanese, Augustus, Brown, Burton, DeWitt, Dolan, Glass, Greaves, Guido, Kohan, Macera, Murphy, O'Neill, and Smith), tabling 1522.

Regarding 1545, Motion to table was made by Dr. Guido and Seconded by Ms. Smith, ***The motion carried*** (14 Yes to 0 No's – Albanese, Augustus, Brown, Burton, DeWitt, Dolan, Glass, Greaves, Guido, Kohan, Macera, Murphy, O'Neill, and Smith), tabling 1545.

VII. PSB Standing Committee

A. Licensure Certification Criteria

- Shannon Holsten had conversations with EdTPA and PPAT organizations. The plan is for both organizations to come in for discussions on the current cut score for each. The plan is to have the meeting in the second week of January, we should have recommendations to the board by February meeting. The regulations need to be in place by July 1st.
- Planning to meet on December 16th, if possible due to holiday schedules

B. Professional Development and Associated Compensation Criteria Committee

- None

VII. Other

- Mr. Kenton commented that since Dr. Greaves is retiring next year, we will need to elect a new vice chair at the January meeting to replace her.

VIII. Public Comment

None

IX. Adjournment

A motion was made by Ms. Brown and seconded by Ms. Burton to adjourn the meeting. ***The motion carried*** (14 Yes to 0 No's – Albanese, Augustus, Brown, Burton, DeWitt, Dolan, Glass, Greaves, Guido, Kohan, Macera, Murphy, O'Neill and Smith). The meeting adjourned at 4:46p.m.